

**CLASS TITLE:     MOTOR VEHICLE INVESTIGATOR**

**Class Code: 02250100**

**Pay Grade: 20A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform investigations and/or inspections of a technical nature to determine compliance with state motor vehicle laws, rules and regulations; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in broad outline; work is reviewed in progress and upon completion to insure conformance to provisions of pertinent laws, rules and regulations.

**SUPERVISION EXERCISED:** As required, supervises the work of clerical personnel assigned to assist on various projects.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform investigations and/or inspections of a technical nature to determine compliance with state motor vehicle laws, rules and regulations, ascertaining facts, obtaining evidence and reporting violations and other findings.

To investigate complaints initiated by the public and law enforcement agencies relating to violations of the motor vehicle laws and regulations.

To prepare individual, regular and special reports regarding investigations and/or inspections.

To assist law enforcement agencies with technical information and assistance in motor vehicle cases including the inspection of vehicles and their documentation in order to determine and verify the authenticity of the documents.

To testify as an expert witness in court relating to records, investigations and inspections.

To perform Driving While Intoxicated (DWI) investigations of motorists requesting the reinstatement of their driver's license.

To conduct investigations involving the fraudulent use of provider insurance cards.

To be assigned to the office and deal with the public on an ongoing basis.

As requested by police, to inspect vehicles for safety defects and general condition to determine their fitness for the highway and to cause those found unfit to be removed by suspension of their registration.

As required, to investigate initial and renewal applications of dealers requesting licenses to lease, rent or sell motor vehicles.

To conduct physical examinations of motor vehicles to verify the vehicle identification number prior to registration in this state.

To physically seize licenses and registrations that have been suspended, revoked or cancelled and not surrendered as required by official order.

To investigate the applications for special registration plates such as bailee, farm, in-transit and transporter registrations.

To explain and interpret pertinent statutes, rules and regulations to interested parties.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, techniques and methods of investigation and the ability to apply such knowledge in the ascertaining of facts,

obtaining of evidence and reporting of violations and other findings; a working knowledge of the state Motor Vehicle Code and the basic rules of legal evidence and the ability to apply these rules in the performance of investigations; a working knowledge of the common problems, policies and practices in the promotion of highway safety; the ability to ascertain facts by personal contact, observation and the examination of documents and vehicles; the ability to explain and interpret provisions of laws and regulations; the ability to prepare clear and concise reports; the ability to work in an efficient but not offensive manner with the public, law enforcement personnel and various governmental officials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a full-time position requiring the maintenance of law and order and the protection of property or other investigatory work involving such areas as vehicle code enforcement, traffic accident reporting or highway safety promotion.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** As a condition of appointment: Must possess and maintain a valid motor vehicle operator's license issued by the State of Rhode Island.

Class Created: July 10, 1994

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